

/lacounty)

COMMUNITY WORKER / NORTH COUNTY


(<http://agency.governmentjobs.com/lacounty/jobID=1218803&sharedWin>)**Salary** ⓘ \$28,764.00 - \$41,839.68 Annually **Location** ⓘ Los Angeles County, CA**Job Type** Full time**Department** MENTAL HEALTH**Job Number** b8103T

DESCRIPTION

BENEFITS

QUESTIONS

Position/Program Information

DEPARTMENT OF MENTAL HEALTH
EXAM NUMBER: b8103T
OPEN COMPETITIVE JOB OPPORTUNITY

FILING START DATE: AUGUST 20, 2015 AT 8:00 A.M.

This examination will remain open until the needs of the service are met and is subject to closure without prior notice

Definition:

Positions allocable to this journey-level class work under the supervision of health, mental health, or social services professional staff to assist in the provision of services to clients or patients by performing clerical, care giver, homemaker, and other sub-professional services. Incumbents must demonstrate knowledge and understanding of the health, mental health, or social services program to which the position is assigned and the problems of the community group being served.

Essential Job Functions

Facilitates communication between the agency and the community by communicating agency policies and programs to clients, patients, family members, and community residents and conveying community cultural patterns and attitudes to agency professional staff.

Receives service referrals from social workers and eligibility workers to assist welfare recipients in a variety of ways such as food stamps and housing.

Serves as advocate for client/patient access to departmental and community resources.

Assists clients, patients, family members, and caregivers in obtaining and completing application forms for benefits and services.

Provides emergency services to clients by making referrals to appropriate supportive agencies and arranging for emergency shelter.

Takes medical, mental health, family, social, and employment histories and assists clients and patients in completing necessary forms.

Informs pregnant teenagers and their families of available medical services, adoption agencies, and prenatal care; educates women in the various methods of birth control.

Facilitates client development of independent living skill by conducting support groups in subjects such as housekeeping, cooking, shopping, household budgeting, use of public transportation, and attendance to personal grooming and hygiene.

Requirements

SELECTION REQUIREMENTS:

Option I: Six months of full-time paid experience working with the public or with community groups performing duties such as interviewing clients or patients concerning health, or social service matters, answering questions, and providing information about health, mental health, and social services to clients or patients -OR-

Option II: Six months of experience as a Mental Health Peer Advocate in the services of the Los Angeles County*.

Work performed part-time in the specified capacities will be prorated on a month-for-month basis.

LICENSE:

A valid California Class C Driver License or the ability to utilize an alternative method of transportation when needed to carry out job-related essential functions.

PHYSICAL CLASS:

2 - Light. Light physical effort which may include occasional light lifting to a 10 pound limit, and some bending, stooping or squatting. Considerable walking may be involved.

SPECIAL REQUIREMENT INFORMATION:

* To qualify under Option II, applicants must currently hold or have held the Los Angeles County payroll title of Mental Health Peer Advocate. No Out-of-Class experience will be accepted.

Additional Information

EXAMINATION CONTENT:

This examination will consist of an evaluation of experience based upon application information weighted 100%.

Candidates must achieve a passing score of 70% or higher on the examination in order to be placed on the eligible register.

ELIGIBILITY INFORMATION:

The names of candidates receiving a passing grade in this examination will be placed on the eligible register in the order of their score group for a period of twelve (12) months following the date of promulgation.

Applications will be processed on an as-received basis and promulgated to the eligible register accordingly.

No person may compete in this examination more than once every twelve (12) months.

SPECIAL INFORMATION:

Past and present mental health clients and family members who meet the Selection Requirements are encouraged to apply.

VACANCY INFORMATION:

The resulting eligible register for this examination will be used to fill vacancies within the North Region (Lancaster, Palmdale, Santa Clarita) of Los Angeles County Department of Mental Health.

AVAILABLE SHIFT: Appointees may be required to work any shift, including evenings,

nights, weekends and holidays.

APPLICATION AND FILING INFORMATION:

Application must be filed online only. All applicants are required to submit a standard County of Los Angeles Employment Application online. We must receive your application by 5:00 pm, PST, on or before the last day of filing. Applications submitted by U.S mail, fax, or in person will not be accepted.

Apply online by clicking on the "Apply" tab for this posting once filing starts. You can also track the status of your application using this website.

Fill out your application completely. The acceptance of your application depends on whether you have clearly shown that you meet the requirements. Utilizing verbiage from bulletin, class specifications, and selection requirements serving as your description of duties will not be sufficient to meet requirements. Doing so may result in an incomplete application and you may be disqualified. Provide any relevant education, training, and experience in the spaces provided so we can evaluate your qualifications for the job. For each job held, give the name and address of your employer, your job title, beginning and ending dates, number of hours worked per week, description of work performed, and salary earned. If your application is incomplete, it will be rejected.

Resumes cannot be accepted in lieu of applications. Resumes showing training and experience may be uploaded as attachments to the online applications.

Attachment: If you are unable to attach required documents with online application, you must email them to exams@dmh.lacounty.gov within fifteen (15) calendar days of online filing. Please include the exam number and the exam title in the subject line.

All information is subject to verification. We may reject your application at any time during the examination and hiring process, including after appointment has been made.

Falsification of any information may result in disqualification or rescission of appointment.

SOCIAL SECURITY NUMBER LANGUAGE

All applicants must enter a valid social security number at the time of filing. Entering anything other than a valid social security number (i.e. 000-00-0000, 111-11-1111, etc.) will result in an automatic rejection of your application.

COMPUTER AND INTERNET ACCESS AT LIBRARIES

For candidates who may not have regular access to a computer or the internet, applications can be completed on computers at public libraries throughout Los Angeles

County.

NO SHARING OF USER ID AND PASSWORD

All applicants must file their applications online using their own user ID and password. Using a family member or friend's user ID and password may erase a candidate's original application record.

Department Contact Name: My Luu

Department Contact Phone: (213) 972-7046 or (213) 972-7034

Department Contact Email: Exams@dmh.lacounty.gov
(mailto:Exams@dmh.lacounty.gov)

ADA Coordinator Phone: (213) 972-7034

Teletype Phone: (800) 899-4099

California Relay Services Phone: (800) 735-2922

Agency	Address	Website
County of Los Angeles	***** Los Angeles, California, 90010.	http://hr.lacounty.gov (http://hr.lacounty.gov)

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